

**2011
FMNP LOST OR STOLEN CHECK
REPORT FORM**

INSTRUCTIONS

Completion of all fields is required

- 1) Enter the check serial number(s) into the ISIS FMNP inventory screen and code the status as "VOID."
- 2) WIC staff is required to complete all sections of this form including check serial numbers and dates.
- 3) Email or fax this form to CA WIC Program FMNP Coordinator to report check loss.

WIC Local Agency: [Provide agency name, number and site name]

Address:

Name of Local WIC Agency Staff Reporting:

Telephone Number:

E-Mail Address:

Sequence Numbers of Missing WIC FMNP Check(s)/Booklet(s):

Beginning:

Ending:

Date discovered missing:

Please describe briefly the circumstances of how the WIC FMNP check(s)/booklet(s) was lost, stolen, or inappropriately distributed. Explain any corrective actions taken by your agency to resolve/prevent similar incidence from happening in the future.

Make two copies of this form. Please send the **original** completed form to:

WIC FMNP Coordinator
CA WIC Program
3901 Lennane Drive
Sacramento, CA 95834
(916) 928-8513

Keep a copy for your files.